

**WESTFORD NEW CENTER BUILDING
WORKING GROUP MEETING #07**

14 June 2019
Meeting Notes

Attendees:	Eric Heideman (EH)	Assistant Town Manager
	Tom Mahanna (TM)	Chair, PTBC
	Nancy Cook (NK)	PTBC
	David Christiana (DC)	WFD, Artist
	Mike Wells (MW)	Town IT Director
	Paul Fox (PF)	Town Facilities Director
	Ryan Cobleigh (RC)	Town Veteran's Agent
	Chris Logan (CL)	Context Architecture
Distribution:	Jodi Ross	Town Manager
	Eric Heideman	Assistant Town Manager
	Tom Mahanna	Chair, PTBC
	Kirk Ware	Vice-Chair, PTBC
	Nancy Cook	PTBC
	David Christiana	WFD, Artist
	Thomas McEnaney	WPD, Police Chief
	Tim Whitcomb	Police Department, Director of Communications
	Mike Wells	Town IT Director
	Matt Emanouil	Town Systems Administrator
	Paul Fox	Town Facilities Director
	Ryan Cobleigh	Town Veteran's Agent
	Jeff Shaw	Context Architecture
	Chris Logan	Context Architecture
	Miry Lopez	Context Architecture
	PF 1712.00, 02, 2.2	

1. Update on Memorial Courtyard Meeting:

CTX provided a summary of the Memorial Courtyard meeting with CTX, CBA Landscape Architects, N. Cook, R. Cobleigh, T. Whitcomb, T. McEnaney, and D. Christiana. The intent is to preserve the memorials and the courtyard as a reflective place to remember those who have passed. Initially the courtyard was a parking lot, then it became a Police courtyard with five monuments. Later Fire Memorials were added, and it became known as a Public Safety Courtyard. Now it is known as a Memorial Courtyard with memorial plaques to first responders, deceased FF and Police Officers and the 9-11 Memorial. Town Memorial Day celebrations use the courtyard. The following was discussed.

1. Maintaining the 9-11 Memorial with possible improvements (granite instead of concrete caps on the low wall) Existing light fixtures at the memorial need to be repaired.
2. The lighting at the FF Memorial is no longer working – needs to be repaired
3. All plaques in pavers and benches to be preserved and possibly repositioned
4. Signage and wayfinding are an issue – especially finding the Police entry



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5. Changes to the courtyard need to be respectful to the existing design as there will be resistance to major modifications.
6. The addition of three flagpoles, with lights to the courtyard is important
7. Maintenance of the courtyard is presently done by N. Cook and D. Christiana
8. "Cinder" plaque and tree shall be protected and preserved.
9. D. Christiana is concerned about the cost of modifying the granite curved wall in front of Dispatch. Is this the best use of funds?

D Christiana is concerned about funding renovations to the courtyard, especially removal of work designed for the original courtyard design.

2. Added Scope:

The following additional scope items were identified.

1. Upgrades to the Generator Building to make it comply with Level IV category for seismic loading.
2. Grading study and corrective work at walkway to Police Entry off courtyard including landscaping suggestions for the planting bed between Generator Building and the Dispatch Center.
3. Upgrades to the Memorial Courtyard layout and replacement of wearing masonry pavers.
4. New signage and lighting as well as replacement of existing lighting in the courtyard as well as new wayfinding and relocation of existing Police Station granite sign needs to be included in the scope.
5. Relocation of Communication Antenna, possibly a monopole, located at the end of the Police parking lot.

T. Mahanna asked CTX to obtain/prepare the following proposals:

1. Survey proposal to survey the entire site. (Police, Town Hall & existing Fire Station)
2. Design and Landscape proposal for the following:

Added landscape design services for courtyard as well as connection through to Police Station entry and Police Memorial garden.

A/E proposal for upgrading Generator Building to Level IV construction, re-cladding entire building as well overhead connector to Dispatch Center.

3. Review of Progress Design:

CTX presented an updated plan for the Center Building incorporating comments from last Working Group Meeting as well as two design options (A & B) showing concepts for a better connection to the Generator Building and Dispatch Center.

Option A: keeps the building SF the same, reduces the Lobby size, places the Machine Room next to the Elevator, and increases the CATV room and the Meeting Room storage.

Option B: increases the building SF by 200 SF (Meeting Room SF increase) and incorporates all changes notes in Option A above.

WG preferred Option B design.



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M. Wells stated GIS should remain at Engineering Dept. Given this, IT would like to absorb this additional space. M. Wells would like to schedule a meeting with CTX to go over the layout of their space. The server room looks to be adequately sized and its location is fine. The IT Training Room only needs to accommodate 4-6 people. The training sessions are more useful with smaller groups of people. CTX will schedule a follow-up meeting with M. Wells to go over the design of the IT office suite.

The second floor needs a room for a plotter and a large-scale scanner.

Facilities' Director would like a small meeting area in his office.

Veteran's asked for a comparison of the SF that they presently have and the SF of their suite in the Center Building. CTX to schedule this meeting with R. Cobleigh.

The DMark panel needs to be located on the second floor.

Storage Room – will this be for departmental storage? IT will store their files in their suite.

4. Schedule:

CTX to revise schedule based upon the decision on the Added Scope work in the Courtyard,
CTX to schedule follow-up meetings with IT and Veterans.

5. Next Meeting:

The Next Working Group Meeting will be scheduled after the week of July 4th.

Respectfully submitted,

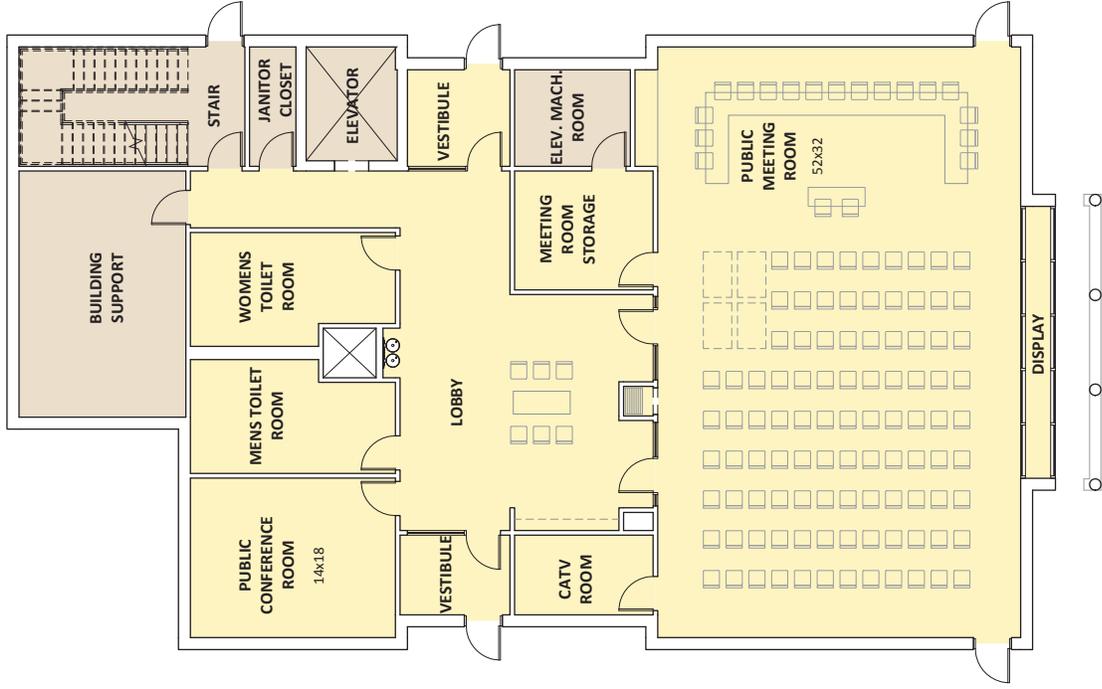


C. Christopher Logan, AIA
Context Architecture

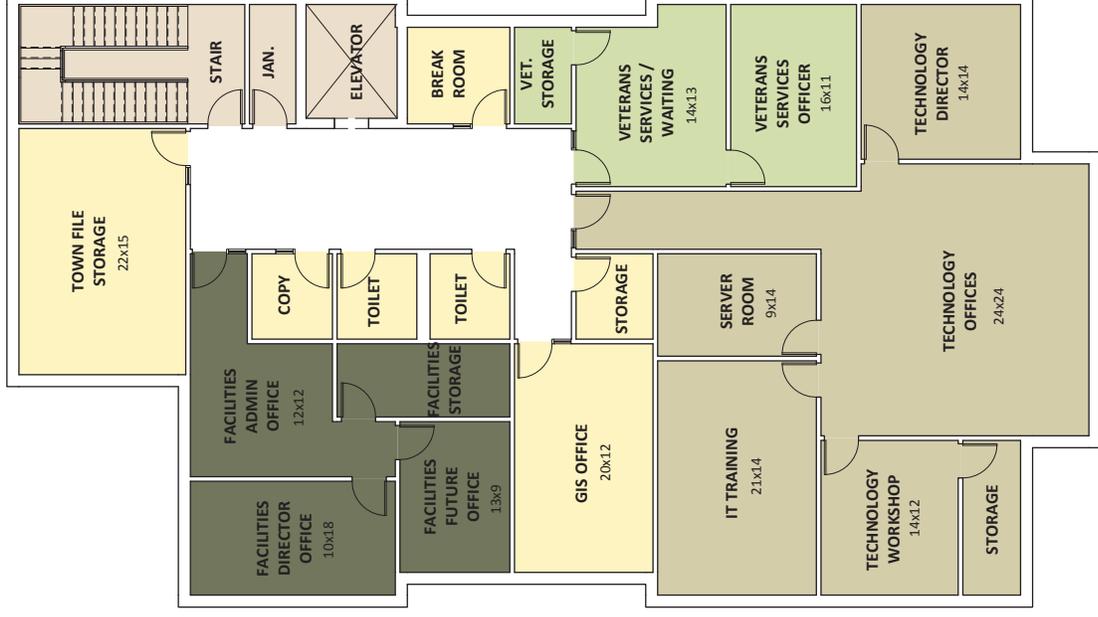
Attachments: Presentation plans from today's meeting.



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FIRST FLOOR

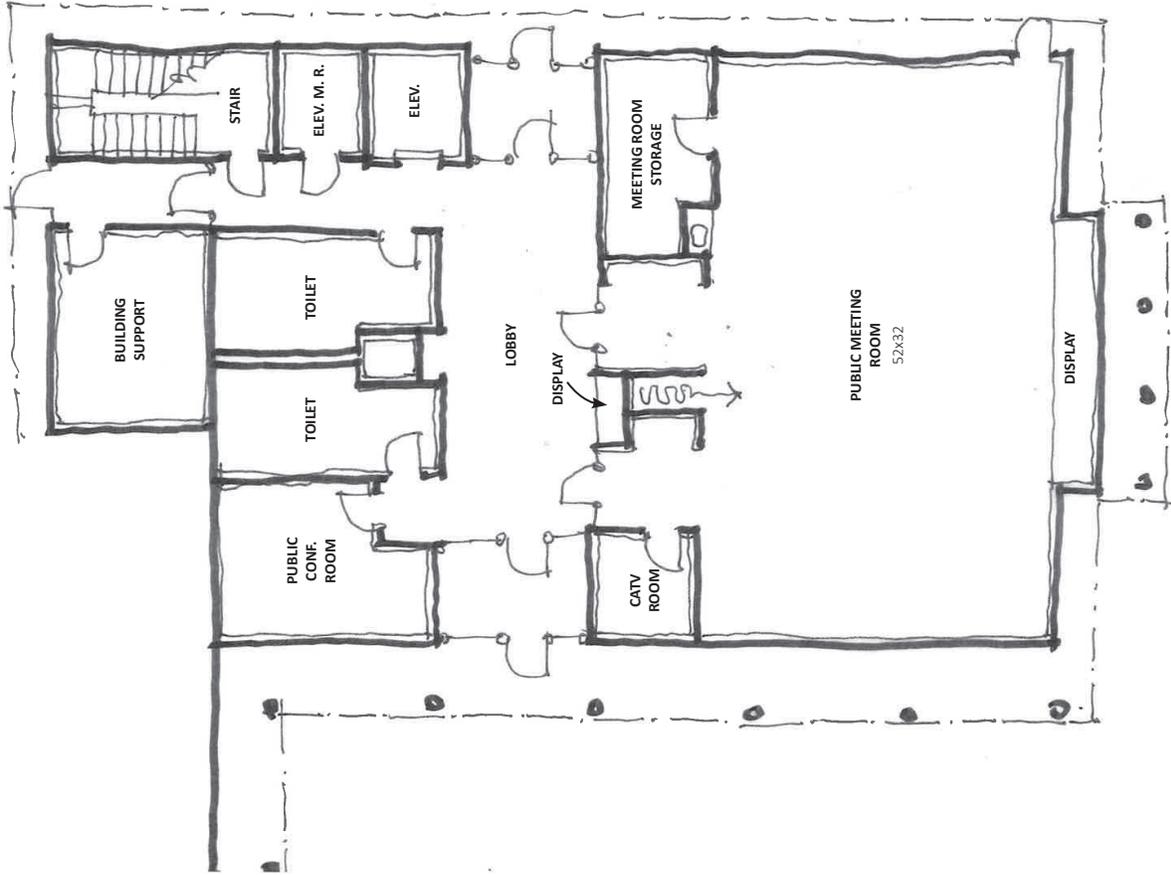


SECOND FLOOR

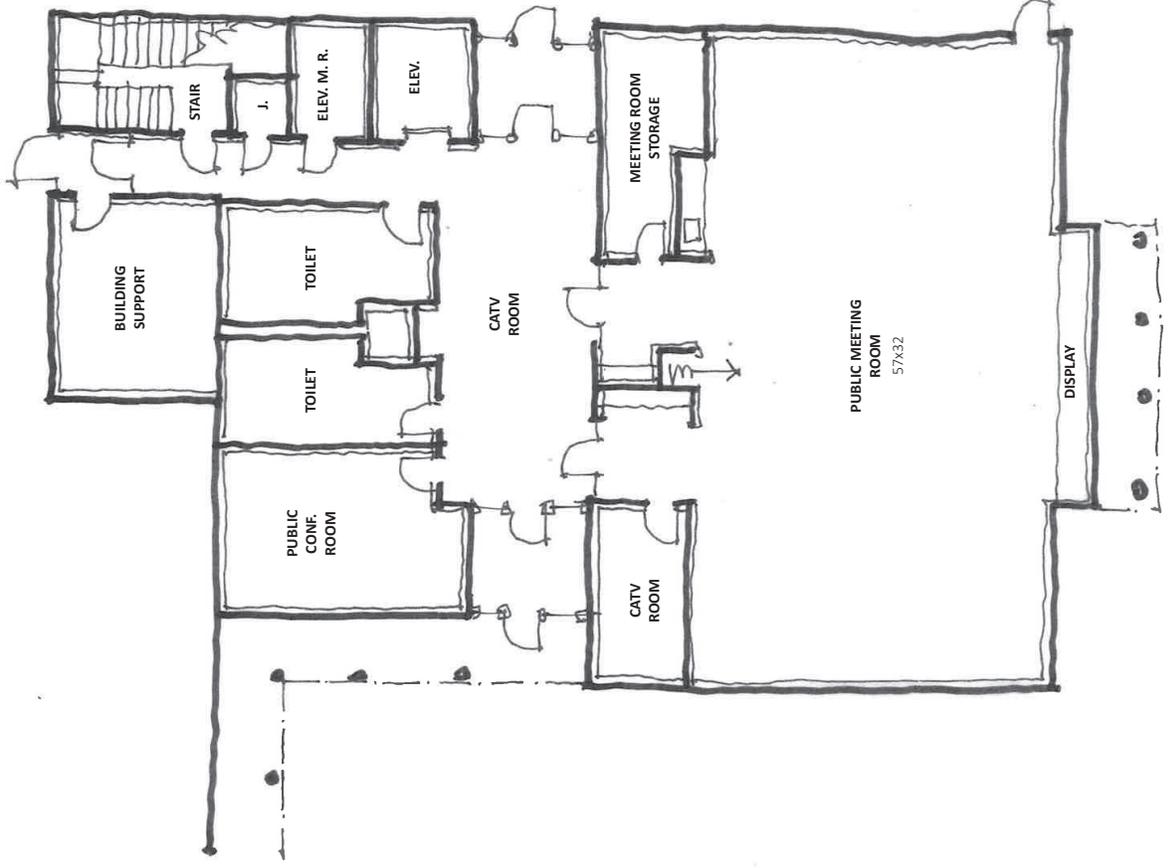
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OPTION A



OPTION B